

Alarm Permit Holder Guidelines

GUIDELINES FOR CONSENTING LOCAL EMERGENCY CONTACTS

- a. The names and local telephone numbers of two (2) persons, or the name and local telephone number of an alarm system business which are able to and have agreed to:
 1. Receive notification at any time;
 2. Come to the alarm site within one (1) hour after receiving a request from a member of the Police Department to do so; and
 3. Grant access to the alarm site and to deactivate the alarm system if such becomes necessary; or
- b. The name and local telephone number of an alarm system business which is able and has agreed to receive calls at any time and to give the Police Department the names of persons listed with that company as set out below if:
 1. The permit holder has given the alarm system business the names and local telephone numbers of two (2) persons who are able and have agreed to receive notification at any time; to come to the alarm site within one (1) hour after receiving a request from a member of the Police Department to do so; and to grant access to the alarm site and to deactivate the alarm system if necessary; and
 2. The permit holder has authorized the alarm system business to provide the names listed with that business pursuant to above subsection (b)(1) to the Police Department whenever that department has requested that information in order to obtain assistance after an alarm has been activated.

AMENDMENTS TO APPLICATION

Whenever a person listed on the application or listed on an amendment to the application is unable or unwilling to perform the duties set out above, the permit holder shall file an amendment to the permit application listing a person or company who is able and will perform those duties so that at all times the application on file with the police department designates at least two (2) persons or an alarm system business who are able and willing to perform such duties.

TERM OF ALARM PERMIT; RENEWAL

- (a) Each permit issued pursuant to this article shall be valid for a twelve-month period from the date of issuance as stated on the permit. If the permit holder relinquishes control of the alarm site before the expiration of twelve-months, then the permit terminates on the date of relinquishment.
- (b) Upon expiration of the twelve-month period, a renewal application must be presented along with the renewal fee to renew the permit within ten (10) city working days; after that time a new permit must be applied for. If any fees or charges remain owed to the city or if there is a history of unreliability, renewal of the application shall be denied until such time all fees or charges have been paid and unreliability is shown to have been corrected.

ALARM PERMIT NONTRANSFERABLE

Each permit issued shall be valid only for the premises permitted and is not transferable to another person or other premises. Upon transfer from the permit holder of ownership or leasehold rights to the alarm site, a new permit must be applied for according to this article.

ALARM PERMIT TO BE KEPT AT ALARM SITE

The permit holder shall keep the alarm permit at the alarm site and shall produce such permit for inspection upon the request of any member of the Police Department empowered to make such inspection or responding to an alarm.

DUTIES OF ALARM PERMIT HOLDER

- (a) The permit holder shall ensure that he or any person listed in the application or application amendment is able to:
 - (1) Receive notification at any time;
 - (2) Come to the alarm site within one (1) hour after receiving a request from a member of the police department to do so; and
 - (3) Grant access to the alarm site and to deactivate the alarm system if such becomes necessary.
- (b) The permit holder shall train all persons who may activate the alarm system in the proper operation of the alarm system.
- (c) The permit holder will be responsible for all fees associated with the permit or the operation of the system.

An alarm user shall:

- (a) Maintain the premises and security alarm system in a manner that will minimize or eliminate false alarms;
- (b) Review all alarm system operating instructions, including those for verification of an alarm;
- (c) Notify the alarm system monitoring company of a false alarm activation as soon as the user is aware of the false alarm; and
- (d) Not manually activate an alarm except when needing an immediate response to an emergency.

DUTY OF PERSON NOTIFIED BY POLICE DEPARTMENT

Any person who is notified by any member of the Police Department of the activation of an alarm system and who is able to give access to the alarm site shall come to the alarm site within one (1) hour from the time such person is notified of such activation and shall provide the Police Department any necessary access or assistance.